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WAR FOOD ADMINISTRATION
OFFICE OF DISTRIBUTION
Washington, 25, D. C.

August 15, 1944

FRUIT AND VEGETABLE BRANCH MEMORANDUM NO. 19

To: Field Employees of Fruit and Vegetable Branch

From: W. C. Hasbrouck, Administrative Officer

Subject: Procedure for Fiscal Year Beginning July 1, 1944

The following administrative procedure became effective July 1, 1944, and is applicable to all field offices of the Branch:

Letters of Authorization

All letters of authorization covering the activities of the Fruit and Vegetable Branch - (except sub-travel orders) will be prepared in Washington.

"Station" type letters of authorization must now carry the name of the Officer in Charge. It will be the responsibility of Regional Supervisors or Division Chiefs to notify the Washington Administrative Office of any change in personnel affecting an Officer in Charge so that a new correct station letter of authorization may be issued to the new Officer in Charge. (Such new station letters of authorization will in now way affect sub-travel letters of authorization previously issued by the former Officer in Charge.)

Under the provisions of a "station" type letter of authorization issued to an Officer in Charge he is permitted to issue sub-travel letters of authorization to his assistants. Under former procedure sub-travel letters of authorization were prepared on Form AMS-53, and were issued only when travel was to be performed by privately-owned automobile. Under the procedure now effective, sub-travel letters of authorization are to be prepared, in quadruplicate, on Form AD-202 covering each trip, regardless of mode of travel. It is suggested that these sub-travel orders be transmitted to the appropriate Regional Finance Office with a brief memorandum, prepared in duplicate, containing a request for acknowledgement on the carbon copy of the memorandum to be returned to the Officer in Charge.

In case an employee is required to make numerous short trips within a given 30-day period, it will be satisfactory for the Officer in Charge to issue one sub-travel letter of authorization to that employee authorizing his travel to the prescribed points "as often as may be necessary" within the 30-day period or month in question.

Effective July 1, 1944, expense account vouchers must be submitted for payment (after proper approval by the Officer in Charge or Regional Supervisor concerned) direct to the Regional Finance Office from which the traveler is payrolled and within which Region he is officially headquartered. This is due to the fact that funds for this purpose are allotted and established within the respective Regional Offices on this basis. Thus, should a traveler who is officially headquartered within and payrolled by the O. D. Southern Region be temporarily located within another Region at the time of preparing his expense account it must, regardless of his temporary location, or territory covered, be submitted to his own Southern Regional Finance Office for payment.

The Officer in Charge should not issue a sub-travel letter of authorization extending travel beyond the confines of that shown in his "station" letter of authorization. If travel becomes necessary which the "station" L. A. does not cover, a sub-letter of authorization may be issued by the Regional Supervisor -- as outlined in the following paragraph:

Regional Supervisors will be given "Continental" authority to travel. Thus, E. J. Evans, Regional Supervisor of the Processed Products Standardization and Inspection Division in New York City, may issue a sub-travel letter of authorization for any assistant whose official permanent station or headquarters is within the O. D. Northeast Region providing for his travel to and from any one or all of the other four O. D. Regions - Western, Southwest, Midwest or Southern. For example, Mr. Evans may issue a sub-travel order for Mr. Loren R. Gibson (whose permanent station or headquarters is Gardiner, Maine - payrolled by the Northeast Regional Finance Office) providing for Mr. Gibson's travel from Gardiner, Maine to Winter Haven, Florida, Boise, Idaho, Chicago, Illinois and return to Gardiner, Maine.

Mr. Evans may not issue a sub-travel letter of authorization to an assistant whose official permanent station is within the O. D. Southern ^{Region} providing for his travel either within or without the Southern Region. For example, he may not issue a sub-travel letter of authorization to Arthur R. Pobjecky (whose permanent station is Winter Haven, Florida - payrolled by the Southern Regional Office in Atlanta) providing for Mr. Pobjecky's travel anywhere within or without the O. D. Southern Region even though he (Mr. Evans) is the Regional Supervisor for the Winter Haven Processed Foods Office. Travel for Mr. Pobjecky outside the Southern O. D. Region must be covered by a letter of authorization prepared in the Washington Administrative Office (upon receipt of complete details from the Regional Supervisor.) Travel by Mr. Pobjecky within the O. D. Southern Region will be governed by the provisions of the Winter Haven "station" letter of authorization.

If Mr. Pobjecky were to travel from Winter Haven, Florida, to Baltimore, Maryland (Northeast O. D. Region) his travel letter of authorization must be prepared in the Washington Administrative Office. Should it then become necessary to continue his travel from Baltimore to Philadelphia, Pennsylvania, this travel, too, must be covered by a letter of authorization prepared in Washington. Thus it becomes extremely important for the Regional Supervisor, in requesting the Washington Office to issue travel orders of this kind, to list all points to which the employee in question is apt to travel before returning to his official station because neither the Officer in Charge of the temporary duty station nor the Regional Supervisor may do so. In the event a traveler should be required to go to a point not included in such an L. A., the Washington Administrative Office should be immediately advised so that proper amendment may be effected. These provisions apply to all Regions and to all Regional Supervisors.

Form FVB-88 - Superseded by FDA-626 No Longer Required

Submission of the monthly request for an encumbrance of funds (form FVB-88 - superseded by form FDA-626) is no longer necessary and the practise may be discontinued.

Allotment Code Symbols

The Allotment Code Symbol appearing on letters of authorization will replace the former "Appropriation" or "Fund" symbol as a means of identifying the funds chargeable on all documents (such as sub-travel orders, requisitions for supplies, bills of lading, etc.). At the time each letter of authorization is prepared in Washington (both "station" and "personal" types) funds will be "obligated" (money reserved) with the respective Regions.

In further clarification of the Code, as outlined in General Administrative Instruction No. 5100, it is pointed out that the Fruit and Vegetable Branch operates at a Regional Level and, therefore, no symbol is used to designate the State or the City; however, it is necessary to use a full 14-digit symbol (all 7 places) and, consequently, the State and City in all Code Symbols for the Fruit and Vegetable Branch are represented by zeros. The code identifications for States and Cities set forth in the General Administrative Instruction No. 5100 should be disregarded and codes as indicated on the letters of authorization used for all expenditures.

Sub-travel letters of authorization prepared in the field should include allotment code symbols as shown on the "parent" L. A. without indicating any amount to be "obligated" inasmuch as the sub-travel letter of authorization will not be used as a basis for making "obligations" and would only be a duplication of the estimate included in the "parent" L. A.

Code symbols differ somewhat for the respective Regions of the Office of Distribution and, generally, are broken down into two objective classifications as follows:

The Fiscal Year 1945 code symbol for the Fresh Products Standardization and Inspection Division of the Northeast Region will be:

5002-2-00-00-13-01-2 - The last digit (2) represents the objective classification covering expenses for travel, including per diem, under letter of authorization. (The complete symbol should appear on all sub-travel letters of authorization, as well as the one shown immediately below)

5002-2-00-00-13-01-3 - The last digit (3) represents the objective classification covering "all other" expenses incurred under letter of authorization. (The complete code symbol is to be shown on all requisitions for supplies, bills of lading, etc.)

(This example - N. E.
Region only)

A code symbol designating authority for the hiring of personnel under letter of authorization is being eliminated on most "station" letters. If occasion arises whereby immediate temporary help should be hired, the matter should be referred by telegraph or teletype, through the Regional Supervisor, to the Washington Administrative Office for proper action. An Officer in Charge, not under supervision of a Regional Supervisor should contact his Washington Divisional Chief.

Unusual Travel Authority

Under no circumstances should a sub-travel letter of authorization be issued covering travel to a foreign country, air-travel, "extra-fare" train travel, movement of household goods or change of official permanent station. The processing and disposition of authorizations covering such activities must be handled in the Washington Office. When such activity becomes necessary full details should be promptly submitted to Washington for appropriate action. This should be done as far in advance of the contemplated activity as possible.

Numbering Sub-travel Letters of Authorization

Sub-travel letters of authorization shall be assigned numbers by the authorizing Officer in Charge. This number shall consist of the number assigned to the "parent" letter of authorization and a dash (-) suffixed by a number assigned from a numerical series beginning with 1 and maintained by the Officer in Charge.

Per Diem Allowance and Mileage Allowance

The mileage rate and per diem allowance as shown in a sub-travel letter of authorization must not exceed that shown in the "parent" or "station" letter of authorization. The former procedure of describing mileage and per diem rates by code - such as 1-AMA(A)-2 and 1-AMA(B)-5 has been discontinued. Such rates will now be clearly indicated by words and figures. Officers in Charge and Regional Supervisors should exercise discretionary powers in directing the travel and other activities of their assistants in the prosecution of their duties. It will be the responsibility of those authorized to issue sub-travel letters of authorization to determine permissible per diem and mileage rates. (See General Administrative Instructions No. 4200 - copies obtainable through appropriate Regional Administrative Services Division.)

Submission of Travel Expense Vouchers

Before being submitted to the appropriate Regional Finance Office for auditing and subsequent payment, travel expense vouchers must bear the signature of the approving officer. The Officer in Charge should approve vouchers submitted by employees under his supervision. All vouchers must cite the letter of authorization or sub-letter of authorization number under which the travel was performed. All vouchers must be submitted in triplicate - the original and two carbon copies. The "appropriate" Regional Finance Office is the Regional Finance Office from which an employee is payrolled.

Extent of Approval

Approval of vouchers constitutes verification of correctness of official (permanent) headquarters as indicated on the employee's formal personnel papers, and approval of the per diem allowance for travel completed within a calendar day and verification in general of the performance of the travel indicated and the correctness of facts stated within the voucher, particularly those submitted in justification of claims for any unusual expenses.

Transportation Requests

All requisitions for Government Transportation Requests should be submitted through the Officer in Charge for approval direct to the Regional Finance Office. Such property should be carefully guarded against theft or loss.

Transportation Identification Cards

Requests for Transportation Identification Cards should be prepared in accordance with instructions as outlined in General Administrative Instruction No. 2301, dated July 28, 1944 - copies available through appropriate Regional Administrative Services Division.

Application for Advance of Funds for Travel Expenses

Applications, on Standard Form 1038, for an advance of funds in order to perform official travel should be submitted through the Officer in Charge for approval direct to the Regional Finance Office. It should be borne in mind that such funds cannot be secured unless the traveler has previously posted a surety bond in the penal sum of \$1000 - at his personal expense of approximately \$5.00.

Tax Exemption Certificates and Tax Exemption Identification Cards

Applications for Tax Exemption Certificates and Tax Exemption Cards, used in connection with the procurement of gasoline and oil for the operation of Government owned vehicles only, should be sent, through the Officer in Charge, direct to the appropriate Regional Finance Office.

Mileage Administration

The Chief of each Regional Administrative Services Division is the appointed Regional Mileage Administrator. In accordance with General Administrative Instruction No. 4003, dated June 24, 1944, each Mileage Administrator will notify offices within his Region of required procedure in connection with the allotment of gasoline. Any questions concerning allotments of gasoline for either Government-owned or personally-owned vehicles, used in the performance of official business, must be referred to the Regional Supervisor who, in turn, will take the matter up with the appropriate Regional Mileage Administrator. An officer in Charge, not under the supervision of a Regional Supervisor, should make direct contact with the Mileage Administrator.

Credit or Courtesy Cards for the Procurement of Gasoline and Oil

Credit cards may be obtained by the Officer in Charge direct from the issuing oil companies, for procurement of gasoline and oil used in the conduct of official business. Should difficulty be encountered, the matter may be referred to the appropriate Regional Administrative Services Division.

Permit to Operate Government-Owned Vehicle

Under no circumstances should an employee be permitted to operate a Government-owned vehicle without an official permit. Application (on prescribed form) for such permits should be sent, through the Officer in Charge for approval, direct to the appropriate Regional Administrative Services Division.

Requests for Personnel Actions

Requests for personnel actions - appointment of any kind, change of permanent official headquarters, change of grade, or salary, etc., must receive prior approval from the Washington Administrative Office, before action may be taken by the appropriate Field Personnel Division. The following will apply:

1. An Officer in Charge should direct his request to his area Regional Supervisor.*
2. The Regional Supervisor directs the request to the Washington Administrative Office.
3. Washington Administrative Office advises Regional Supervisor of approval or disapproval.
4. Regional Supervisor, if approval granted by Washington Administrative Office, submits request direct to the Chief of the appropriate Field Personnel Division.

* In the event an Officer in Charge is not under the supervision of an area Regional Supervisor - he should direct his request to his Division Chief in Washington who, in turn, will refer it to the Washington Administrative Office. (This will include those in the Market News, Regulatory (P.A.C.A.) and Marketing Programs Divisions). In such cases, the Washington Administrative Office will simultaneously advise both the Officer in Charge and the Chief of the appropriate Field Personnel Division as to the action to be taken.

Department Identification Cards

Requests for Departmental Identification Cards must be sent, through the Officer in Charge for approval, direct to the appropriate Field Personnel Division. These cards generally are for use by those employees required to furnish proper official identification in order to secure admittance to public buildings or establishments (other than regular place of employment) wherein it becomes necessary to conduct official business.

Public Utilities and Miscellaneous Contracts

All requests for services which must be obtained on a lease or rental basis, such as public utility services, towels, laundry, ice, garage storage, etc., must be submitted by the Officer in Charge direct to the appropriate Regional Administrative Services Division for proper action. Obligation of funds will be handled by the Washington Administrative Office.

Requisitions - Supplies - Equipment

All requisitions for general office or laboratory supplies must be submitted direct to the appropriate Regional Administrative Services Division. The allotment code symbol (designating fund to be charged) must be shown on every requisition - of any kind. The allotment code symbol will be the same as that shown on the "station" letter of authorization - specifically, the one showing the digit "3" as the last figure. The digit "3", as explained on page 3 of this Memorandum, represents the objective classification covering "all other" expenses as distinguished from travel or salaries. These allotment code symbols are different from anything previously in effect and care should be exercised to insure proper usage.

Requisitions for equipment involving a unit price in excess of \$20.00 or a total price in excess of \$50.00 will be referred by the Regional Administrative Services Division to Washington for approval.

Requisitions for office and laboratory supplies and stationery shall be submitted to the appropriate Regional Administrative Services Division. Field offices may purchase locally under "station" letters of authorization such items as the following:

1. Items which are required for emergency use.
2. Items which are not available from stock and which can be secured locally at the same or less cost.
3. Bus, subway, or street car tokens or passes; postage stamps; drayage; typewriter repairs; and minor repairs to office and mailing room machinery.

Supplies and stationery which are normally carried in stock or which are available under contract and for which need can be reasonably anticipated in advance shall not be purchased locally.

U. S. Government Bill of Lading

It is believed the respective Regional Administrative Services Divisions have supplied the various field offices with copies of "General Administrative Instruction No. 3150" dated June 19, 1944, with reference to the procedure pertaining to use of the new U. S. Government Bill of Lading forms for shipments under administrative expense and trust funds, and not for commodity shipments. Instructions are detailed and, accordingly, careful study of G. A. I. No. 3150 will be required. Supplies of the new B/L form may be secured upon requisitions submitted through the same channels as for other forms, that is - to the appropriate Regional Administrative Services Division, and all supplies of the old B/L form should be returned to that Division.

This Memorandum supersedes Fruit and Vegetable Branch Memorandum No. 5, dated July 15, 1943, and its Supplement No. 1, dated November 15, 1943.

